



JOB DESCRIPTION

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the School's Designated Child Protection Officer.

POST TITLE:	Teaching Assistant
HOURS:	32.5 hours per week, term time only
SCALE:	Level 1A on the TA Pay scale
RESPONSIBLE TO:	The Special Educational Needs Co-ordinator (SENCo) and subject teachers in the classroom

PURPOSE OF THE JOB:

Support the classroom teacher to facilitate the active participation of students in the academic and social activities of the College.

MAIN RESPONSIBILITIES:

1. Under the direction of the teacher, carry out pre-determined tasks to support student learning.
2. Establish and maintain supportive relationships with individual students or small groups to ensure they understand and can achieve the tasks.
3. Provide learning support as required for children with special needs, or where English is not their first language.
4. Help with the care and support for students, including attending to their emotional and/or physical care needs.
5. Support inclusion in the classroom, ensuring all students feel involved with tasks and activities
6. Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
7. Support the use of ICT in the curriculum.
8. Provide information to help the class teacher plan appropriate work programmes.
9. Help to prepare the learning environment for use
10. Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
11. Contribute to the management of student behaviour and take control of minor situations to allow the teacher to continue the lesson
12. Develop and maintain effective working relationships with other staff.
13. Contribute to the maintenance of a safe and healthy environment.
14. Attend and actively participate in staff meetings.
15. Provide support for school events, e.g. school plays, events.

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Registered office: Eastrea Road, Whittlesey, Peterborough PE7 1XB

In addition to support in the classroom you may be required to:

1. Help with workshops before school and/or at lunchtime.
2. Help on a one-to-one basis helping a student with a literacy and/or numeracy problem.
3. Assist students with low levels of student personal care as necessary.
4. Attend some staff meetings when agenda items are appropriate.
5. Take part in staff development days when the programme is appropriate.
6. Meet with the supportive skills team to help with monitoring progress and smooth running of the department.
7. Assist teachers and the SENCo in devising and reviewing Individual Educational Plans.
8. Any other duties deemed appropriate to the role.

Supervision of a class is not a responsibility of TAs. It is possible, however, that you may be asked to work with a small group or an individual away from the classroom when appropriate.

This job description was revised in April 2021. It will be reviewed annually and may be amended according to changing requirements of the College.

